



**Pondera County Disaster & Emergency Services**

20 4th St SW, Conrad, MT 59425

406-271-4040

ponderacountymontana.org

**APPLICATION FOR PHYSICAL ADDRESS**

Date: \_\_\_\_\_

Address Application Fee - \$115.00

Please make check payable to Pondera County

*Please read the instructions on the back of this form before filling it out. Addressing services are currently being provided by the County's E-911 Consultant, Mapping and Planning Specialists, Inc. (MaPS, Inc.) at 1-877-944-5464.*

Applicant Name(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Is the property in your name?  Yes  No

If No, who is the Owner of Record? \_\_\_\_\_

Proposed Structure:

- Single Family Residence
- Multiplex (e.g. Duplex, Triplex, Apt. Building)
- Mobile Home or Tiny Home
- Apartment inside Barn/Shop Building
- General Purpose Building (Barn, Shop, Grain Bins, Warehouse, etc. with power)
- RV Site (e.g. concrete/graveled pad with power/water/septic)
- Utility Site (e.g. power/phone/gas substation or communications tower/cell site)
- Business/Commercial/Retail
- Other (describe): \_\_\_\_\_

Remarks/Comments: \_\_\_\_\_

Legal Description: TWP \_\_\_\_\_ RNG \_\_\_\_\_ Section \_\_\_\_\_ Geocode \_\_\_\_\_

Subdivision or Block/Lot: \_\_\_\_\_  
(if applicable)

Structure will access from what road or street? \_\_\_\_\_

Notes/Diagram: \_\_\_\_\_

(attach separate page if needed; diagram your access/approach, driveway, structure location, property lines, etc.)

**\*\*Without the physical location of a driveway, we CANNOT issue a physical address\*\***

General Construction Timeframe? \_\_\_\_\_

Special Conditions or Other Details: \_\_\_\_\_

Paid \$25.00 \_\_\_ Check \_\_\_ Cash

Applicant Signature: \_\_\_\_\_

## **Physical Address Application Instructions:**

**Please write/print clearly and legibly on the Address Request.** Providing detailed information up front will expedite MaPS, Inc.'s efforts to provide you with an Official Address Form as soon as possible. This "Official Address Form" will serve as proof-of-address for you while you are in transition (e.g. you can provide copies of the final form to other parties that need documentation, such as banks, mortgage and title companies, insurance, utilities, Post Office, vehicle/voter registration, drivers licensing, etc.).

You may be contacted by MaPS, Inc. with follow-up questions as your request is processed. Applications are typically processed within 1-5 business days. Thank you.

### **Who?**

**Applicant Name** – Please provide your full name(s) – including first name(s), middle initial(s) and last name(s). Include your significant other if applicable. If you are seeking an address for a business or commercial/retail location, please indicate the property and/or business owner – and the name of the entity/business – as well as a primary contact (e.g. a supervisor, manager or foreman) and their contact #.

**Mailing Address** – Please provide the address where you currently receive mail, including city, state and zip code.

**Phone(s)** – Please provide a contact phone number(s) where you can be reached for questions.

**Email(s)** – Please provide a current email address(s) to where the completed address form can be sent.

### **What?**

Please check one box per application.

### **Where?**

Please provide notes or a diagram, photo, map, etc. indicating or showing where your approach, driveway and structure will be. ***NOTE: Without the physical location of a driveway, we CANNOT issue a physical address.***

The County relies on distance- or mileage-based rural addressing – so where your approach/driveway intersects the road network is what generates your physical address. Specifically, where will your approach/driveway be (e.g. 20 feet from the north lot line – or – 40 feet west of the east lot line – or – right in the middle of the frontage – or – via the existing approach)? If your structure is in a town, addresses are typically based on block ranges – and MaPS, Inc. will work with the town's administration staff to ensure a valid/accurate address is assigned.

### **When?**

When will you start construction? What will be the general construction timeframe (e.g. approach/driveway and power/water/septic this fall – foundation next spring – rough-in next fall)?

Based on your timeframe, MaPS, Inc. will visit your property to map the initial structure – and may return several times to check on your progress and update the data/photo - until it is completed. This data resides in the County Sheriff's Office dispatch center to support accurate and efficient local emergency response and is used by the County and local government agencies/services.

**If you have questions, please call MaPS, Inc.'s toll-free number at 1-877-944-5464.**